

EMPLOYEE TRAINING RECORD

TRAINING TITLE Safe Practices for Riding Utility Vehicles

KEY TEACHING POINTS

- Know the controls and how to stop quickly. Read the operator's manual.
- Do not allow children to operate the vehicle. Do not allow adults to operate it without proper instruction. Do not carry passengers. Keep children and pets at a safe distance away.
- Clear the work area of objects which might be picked up and thrown. Always check overhead clearance and high voltage cables, especially when transporting. The vehicle and attachments should be stopped and inspected for damage after striking a foreign object, and the damage should be repaired before restarting and operating the equipment.
- Disengage all attachment clutches and shift into neutral before attempting to start the engine (motor). Always start engine when sitting in operator's seat, never while standing beside unit. Disengage power to attachment(s) and stop the engine motor before leaving the operator's position and before making any repairs or adjustments. Never carry out repairs or tighten hydraulic hoses or fittings when system is under pressure, or when engine is running. Disengage power to attachments when transporting or not in use.
- Take all possible precautions when leaving the vehicle unattended, such as disengaging the power take-off, lowering the attachment(s), shifting into neutral, setting the parking brake, stopping the engine, and removing the key.
- Do not stop or start suddenly when going uphill or downhill. Reduce speed on slopes and in sharp turns to prevent tipping or loss of control. Exercise extreme caution when changing direction on slopes. Keep vehicle in gear when going down steep slopes. Stay alert for holes in the terrain and other hidden hazards.
- Use care when pulling loads or using heavy equipment: use only approved drawbar hitch points; limit loads to those you can safely control; do not turn sharply, use care when backing; and, use counterweight(s) when suggested.
- Watch out for traffic when crossing or near roadways.
- When using any attachments, never allow anyone near the vehicle while in operation.
- Handle fuel with care - it is highly flammable. Use approved container. Never remove the cap of the fuel tank, or add fuel to a running or hot engine, or fill the tank indoors. Wipe up spilled fuel. Open doors if the engine is run in the garage - exhaust fumes are dangerous. Do not run the engine indoors. Never use fuel as a cleaner. Do not smoke when handling fuel. Never store the equipment with fuel in the tank inside a building where fumes may reach an open flame or spark. Allow the engine to cool before storing in any enclosure.
- Keep the vehicle and attachments in good operating condition and keep safety devices in place. Keep all nuts, bolts and screws tight to be sure the equipment is in safe working condition. Do not change the engine governor setting or over-speed the engine.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Keep children and pets at a safe distance away.		
2 Do not stop or start suddenly when going uphill or downhill.		
3 Clear the work area of objects which might be picked up and thrown.		
4 Keep the vehicle and attachments in good operating condition and keep safety devices in place.		
5 Watch out for traffic when crossing or near roadways.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE